PREPARATION BY THE REGION
Prior to the post-implementation review, the Regional Office should perform the following information gathering:
1. Pull the most recent reports to determine completeness, accuracy and timeliness of reports.
2. Determine who at the State agency is responsible for each report. Request their participation in the Notice portion of the on-site review.
DURING THE REPORTS PORTION OF THE ON-SITE VISIT THE FOLLOWING QUESTIONS SHOULD BE ASKED FOR EACH REPORT:
1. Ask how the report is compiled. Is the report completely system generated, manually, or partially automated?
If it is manual, when does the State agency plan to automate it? Was it included in the IAPD to be automated?
If partially automated, does the State agency plan to fully automate the report? Was it included in the IAPD to be automated?
If system generated or partially automated, is it generated totally from the eligibility system or from another system? If from another system, does it use any data generated from the eligibility system?
2. What source data is used to compile the report?
3. What edits are built in, if any?
4. What timeliness standards are used?

REPORTS
Does the system prepare and provide the following reports: FNS-46 Issuance Reconciliation Report FNS-101 Project Area Racial Report FNS-209 Recipient Claims Against Households FNS-250 Food Coupon Accountability Report FNS-259 Mail Issuance Report FNS-388 Coupon Issuance and Participation Estimates FNS-388a Project Area Issuance & Participation (optional) FNS-583 Quarterly E&T Reports
What is the source data for FNS-46, 250, 259 & 388?

AD HOC REPORTING
Are reports generated by the system which reflect the following summary totals:
new cases, recertified cases, closed cases, suspended cases,
applications pending, cases pending recertification, cases
certified this period, cases pending verification, changes
processed, claims established, cases receiving restored or
retroactive benefits, cases receiving expedited service
Can reports be subdivided by office and worker?
Can a report be generated by the system or upon request on the following: demographic information, client income, FS expenditure trends, caseload trends, fraud trends, Fair Hearing trends, household characteristics, error-prone profiles, operational statistics, and caseworker evaluations/performance monitoring